



Accounting Technician I/II

DEFINITION

Under supervision (Accounting Technician I) or general supervision (Accounting Technician II) from an Accounting Supervisor and or an Accountant I/II, performs varied and responsible accounting clerical work in support of assignments in accounts receivable, job costing, payroll, or accounts payable functions; utilizes a computerized financial management software system to process and maintain financial data and records; compiles, analyzes, reconciles, and verifies general financial and statistical data; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Accounting Technician I is the entry-level class in the Accounting Technician series. Under close supervision within a framework of established policies and procedures, incumbents learn and perform processes to maintain financial data and records related to assignments in payroll, accounts payable, accounts receivable, and/or job costing functions. As experience and proficiency are gained, assignments become more varied and complex. Assignments are given in specific terms and are subject to frequent review while in progress and upon completion by an Accounting Supervisor and/or an Accountant I/II. There is limited latitude for independent judgment and action in well-defined areas of work.

This classification is distinguished from the experienced, journey level Accounting Technician II class by the routine nature and limited complexity of work assignments and the level of supervision received. The Accounting Technician I and II classifications are flexibly staffed. Upon recommendation of the immediate supervisor and approval by the department manager, incumbents in this class may advance to the Accounting Technician II classification after a minimum of two (2) years at the first level and with demonstrated proficiency to meet the job requirements of the Accounting Technician II classification.

Accounting Technician II is the experienced, journey-level class in the Accounting Technician series. Under general supervision within a framework of established policies and procedures, incumbents are fully competent, with a high level of accuracy, to perform the full range of processes to maintain financial data and records related to assignments in payroll, accounts payable, accounts receivable, and/or job costing functions. In addition, the incumbents will assist an Accounting Supervisor or an Accountant I/II with simple research, data gathering, projects, or other simple assignments that support these positions but do not take on the responsibilities of these positions. Assignments are given in general terms and are subject to review upon completion by an Accounting Supervisor and/or an Accountant I/II. There is significant latitude for independent judgment and action in well-defined areas of work.

This classification is distinguished from the Accountant I/II classes which perform professional accounting duties related to budgeting, cash and investment management, financial reporting, rate analysis, fixed assets, general and job cost accounting, year-end closing and payroll administration, and may provide functional guidance to incumbents in this classification. This classification is further distinguished from general office support classes in that responsibilities specifically relate to general accounting functions.

TYPICAL DUTIES

TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

In all functional assignments:

- Utilizes a computerized financial management software system to maintain and process financial data and records.
- Utilizes a computerized spreadsheet program for reporting, reconciling, and analyzing data.
- Researches and summarizes a variety of financial and budget information to assist accounting and auditing staff.
- Prepares and verifies journal vouchers, ledger entries, and varied records and reports.
- Performs a variety of general office support tasks such as: maintains files, types, proofreads, copies, and collates work-related letters and forms, and answers and responds to telephone inquiries or routing calls as appropriate.
- Utilizes word processing software to create letters.
- Provides back up coverage to other Accounting Technicians assigned to support accounts receivable, job costing, payroll, and/or accounts payable functions.
- Monitors for compliance with District administrative guidelines, collective bargaining agreements, compensation schedules, and treatment plant shift agreements.
- Reconciles general ledger balance sheet accounts; follows up on discrepancies and prepares reconciling general journal entries.
- Reviews and reconciles bank statements to coincide with District cash records.
- Provides support for year-end activities, physical inventory, track and prepare accruals, the 1099 filing, sales and use tax filing, and general data gathering.
- Reviews, processes, and tracks safety shoe allowances.
- Provides suggestion for improvements in functional areas.
- Performs other related work as required.

In Job Costing and Accounts Receivable assignments:

- Performs accounts receivable activities, such as: prepares invoices, receives, verifies, enters and balances payments, prepares deposits, generates credit and debit memos, prepares and enters data to general journals and ledgers, and runs reports.
- Reviews, calculates, and processes monthly rental agreements

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- Processes job orders by reconciling deposits, verifies cost estimates and releases job orders for installation; initiates and releases standard meter installation job orders.
- Prepares and files annual report of lease information with Alameda County.
- Assigns job numbers and controls job orders; distributes labor, equipment, and material costs; reconciles discrepancies in job order forms or computer reports and customer invoices.
- Maintains an active list of open jobs; generates list of open customer jobs for internal department review and to close out identified and approved customer jobs.
- Works with internal and external customers to resolve job costing or accounts receivable issues.
- Analyzes and prepares reconciliations and job cost closings on a monthly basis; reconciles monthly bank statement; reviews charges of individual jobs for accuracy and reasonableness; closes out job costs to appropriate income statement or balance sheet accounts; balances costs of closed jobs and accounts for job costs remaining open.
- Follows up on past due invoices, generating collection letters and phone calls; tracks collection efforts, writes off uncollectible accounts, and submits to collection agency; reviews new bankruptcy notices received for past due accounts owed or written off.

In Accounts Payable assignments:

- Reviews and matches invoices, receiving reports and purchase orders to support request for payments and reconciles discrepancies; contacts purchasing or department staff regarding invoicing problems; verifies that all approvals have been received prior to processing payment.
- Reviews and processes invoices in compliance with current sales and use tax regulations.
- Reviews and processes request for checks, travel advances, expense reports, medical, dental, and insurance carrier invoices in accordance with established administrative procedures and guidelines.
- Processes weekly customer service refund check run.
- Reviews and maintains active and current purchase orders and contacts personnel to close out stale purchase orders.
- Works with internal and external customers to resolve accounts payable issues.
- Processes weekly accounts payable check runs.
- Maintains address book data base of vendors and remit addresses that are shared with accounts receivable, purchasing, and payroll.
- Assists with maintaining current W-9 records by mail or phone; monitors new vendor invoices and monthly District Cal-Card statements requiring W-9 forms.
- Processes MCP allowance reimbursements; maintains report to track reimbursements by

employee and expense type categories.

In Payroll Time Entry assignments:

- Performs time entry activities, such as: prepares timecards for entry into the payroll system by batch by processing and reviewing timecards in accordance with various work schedule administrative guidelines, the MOU, MCP, and Water Treatment Plant Shift agreements.
- Reviews and processes timecards on a daily and bi-weekly basis, researching and correcting discrepancies as required.
- Reviews and tracks unredeemed checks by preparing and mailing letters, preparing journal entries to reclaim funds, then contacting newspapers and preparing unredeemed notices for publishing in the newspapers.
- Processes daily, weekly, and biweekly timecards at a job cost level of detail.
- Works closely with the Payroll Accountant processing time entry for biweekly payrolls.
- Reviews and balances time entry by batch for regular hours, overtime hours, standby pay, and equipment time; identifies and resolves hours not equal to work schedule.
- Generates exception reports, utilizes Info-view and JD Edwards records and menus to reconcile discrepancies.
- Works with employees and supervisors to resolve payroll time entry issues.
- Performs other related work as required.

REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:

Education and Experience:

Possession of a high school diploma or its equivalent; and four (4) years of bookkeeping or financial record keeping experience in a computerized software system. College or business school course work in an appropriate curriculum may be substituted for required experience on an equivalent time basis to a maximum of two (2) years. Experience related to the initial area of assignment is desirable.

Accounting Technician I: No work experience required.

Accounting Technician II: Two (2) years of full-time experience equivalent to that of an Accounting Technician I within the District.

Knowledge, Skills, and Abilities:

Knowledge of: principles and practices of governmental accounting (GASB) and finance; auditing, economic and procedural analysis, and forecasting; pertinent federal, state, and local laws and regulations governing water district operations, administration, and debt financing; methods and techniques for conducting financial analysis; principles of cost of service studies; research methods, financial analysis techniques, and statistical presentation; computer software application used to create spreadsheets and analyze data. modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software. Skill and Ability to: analyze and evaluate complex financial and accounting information; lead special projects; maintain attention to detail while working under deadlines; be a critical thinker that thinks outside the box; keep sensitive information confidential; effectively handle multiple assignments; obtain information through research, interview or other means; maintain detailed and accurate records; prepare clear and concise written reports; exercise independent judgment and initiative within established guidelines; effectively manage multiple work assignments, set priorities, and meet established deadlines; extract data from off the shelf software; operate modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Working Conditions/Physical Requirements:

The essential functions of these classifications are performed in a controlled-temperature office and require the ability to: sit for extended periods of time in front of a computer screen; use finger dexterity and hand strength to perform simple grasping and fine manipulation; use a telephone and operate computer keyboard on a daily basis; speak and hear in person and on the phone; see sufficiently to perform assignments; intermittently twist to reach equipment or supplies surrounding desk; and frequently lift or carry items weighing up to 100 pounds and occasionally up to 30 pounds.

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Approved: 
Human Resources/Risk Manager

